

September 2014
Civil Service Benefit Cut-Off's

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	HOLIDAY				Cut-off to key PAR's to reflect correct Benefit rates for current month deduction.	
7	8	9	10	11	12	13
			Cut-off for Dental, Vision and FlexElect forms to be received by SCO for a current month deduction and to retain a standard effective date of 10/1/14 for FlexElect.		Cut-off to key PAR's to reflect new Vision, Basic Life, Vision changes into & out of R06, Dental changes between basic & enhanced, and R05 CHPDIP updates for a current month deduction.	
14	15	16	17	18	19	20
	3:00 PM Cut-off to key HBD12's to my/CalPERS for a current month deduction and any retroactive adjustments. Cut-off for Miscellaneous Deduction forms (Parking, Long Term Disab., etc.) to be received by SCO for a current month deduction.	3:00 PM Cut-off to key HBD12's to my/CalPERS for a current month deduction (retroactive adjustments will process next month).	Cut-off to key PAR's to reflect correct R18 Coben deductions for current month.		Cut-off to key PAR's to reflect correct Coben deductions (all except R18) for current month.	
21	22	23	24	25	26	27
	MASTER PAYROLL CUT-OFF					
28	29	30				

NOTE: OPEN ENROLLMENT RUNS SEPTEMBER 15, 2014 – OCTOBER 10, 2014